



# Instructions for Individuals

## Applying for Certification to Conduct Lead-Based Paint Activities

APPLICATION FOR INDIVIDUALS TO CONDUCT LEAD-BASED PAINT ACTIVITIES (CONTINUED)

**J. Signature**

**F. Professional Certifications**

In the following blanks, list professional certification(s) you hold. If you are a Registered Architect, Environmental Scientist, or a Professional Engineer, list the state or country of certification. If you are a Lead-Based Paint Certified Professional, list the state or country of certification. If you are a Lead-Based Paint Certified Professional, list the state or country of certification. If you are a Lead-Based Paint Certified Professional, list the state or country of certification.

**C. Education**

High School: \_\_\_\_\_

Name any technical, vocational, or higher level completed, major schools of paper if necessary.

**D. Experience**

Answer design questions 747

**G. Lead**

Do you have any lead-based paint activities in your home? If yes, please list all activities.

**H. Areas/Rooms**

Please list all areas/rooms where you have conducted lead-based paint activities. The fee that you pay for these activities. See the fee schedule on the back of this application.

**I. Additional Information**

Use the following space to provide additional information.

**U.S. ENVIRONMENTAL PROTECTION AGENCY**

**Important:** Consult the Instructions for Individuals Applying for Certification to Conduct Lead-Based Paint Activities and the official requirements reprinted there to complete this form. Firms should use the Application for Firms instead of this application. Please type or print responses in black or blue ink only.

**A. Type of Certification Requested**

Select one of the following. You must also select the appropriate discipline(s) below.

☐ Initial (first-time) certification  
☐ Re-certification application  
☐ Replacement of a lost card

Indicate the discipline(s) for which you are seeking certification:

☐ Inspector ☐ Risk Assessor ☐ Abatement Worker  
☐ Supervisor ☐ Project Designer

**B. Applicant Information**

Name: \_\_\_\_\_

Previous and/or Maiden Name(s), if applicable: \_\_\_\_\_

Business Phone #: (\_\_\_\_) \_\_\_\_\_ ext. \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Country of Legal Residence: \_\_\_\_\_

Height: \_\_\_\_\_ inches

Eye Color: \_\_\_\_\_

Weight: \_\_\_\_\_ pounds

Hair Color: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Green Card #: \_\_\_\_\_

Gender: \_\_\_\_\_ Male Female

Race/Ethnicity: \_\_\_\_\_

Submit two identical passport-sized photographs of you alone, recent enough to be a good likeness (normally taken within the last 6 months). As shown in the example to the right, photographs should be 2 x 2 inches in size with an image of your head and shoulders taking up the majority of the area. Photographs must be clear, front view, full face, taken in normal area, without a hat or dark glasses, and printed on thin paper with a plain light (white or off-white) background. Photographs retouched so that your appearance is changed are unacceptable.

2 inches

2 inches

Submit two recent color photos

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EPA Form 747-B-99-002 (Rev. 2/99)

## **Instructions for Individuals Applying for Certification to Conduct Lead-Based Paint Activities**

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You may apply to the U.S. Environmental Protection Agency (EPA) to be certified to conduct lead-based paint activities as an **Inspector**, **Risk Assessor**, **Supervisor**, **Project Designer**, or **Abatement Worker**. The four sections of this booklet will guide you through the *Application for Individuals to Conduct Lead-Based Paint Activities*, help you determine the qualifications to demonstrate, assist with selecting the supporting materials for your application, and tell you what to expect through the certification process after you have submitted your application.

EPA can certify you to conduct lead-based paint activities in States, Tribal Lands, and U.S. Territories where EPA implements the lead-based paint certification program. If EPA does not administer the certification program in an area or region where you wish to work, you will need to apply directly to that State, Tribal Land, or Territory for certification. You can call 1-800-424-LEAD to find out whether you should apply to EPA for certification.

In your application, you will need to specify each discipline and area or region in which you plan to conduct lead-based paint activities and pay the appropriate fee(s) as listed on the **FEE SHEET** which was included with your application form. You can be certified only in the disciplines and areas or regions that you list on your application. If you want to be certified in an additional discipline, area, or region at a later time, you will need to reapply.

You may submit your application any time beginning March 1, 1999. After August 30, 1999, only certified individuals will be able to conduct lead-based paint activities in target housing and/or child-occupied facilities.

If you would like more information on EPA and other lead programs or if you have questions about the application process that are not answered in this booklet, see the web site: <http://www.epa.gov/lead/>, call the application assistance Help Line at 1-800-424-LEAD, or see the applicable portion of 40 *Code of Federal Regulations* §745.226 (40 CFR §745.226), which are reprinted beginning on page 12 of this booklet.

## **The Application Form**

You should use the *Application for Individuals to Conduct Lead-Based Paint Activities* to apply for first-time certification, re-certification, or replacement of a lost Lead-Based Paint Professional Identification Card. Instructions for first-time applicants begin on page 2. If you are applying for re-certification, instructions begin on page 5, and instructions for replacing a lost Lead-Based Paint Professional Identification Card begin on page 6.

While much of the form is easy to understand, these instructions will help you fill out the form and avoid mistakes that could delay EPA's review of your application. The certification requirements for each of the disciplines are discussed later. The Federal regulation that established these requirements is also printed at the end of this booklet for your reference.

## I. Applying for First-Time Certification

### A. Type of Certification Requested

As an applicant for first-time certification, check the box next to Initial (first-time) certification (shown here). Also check the box(es) next to the discipline(s) for which you are applying for certification. You may apply for and receive certification in more than one discipline at the same time, as long as you demonstrate your qualifications for each discipline and pay the appropriate fees as specified in the **FEE SHEET**. The required qualifications are discussed in the section of this booklet on **Qualifications and Supporting Materials**, beginning on page 7.

#### A. Type of Certification Requested

Select one of the following. You must also select the appropriate discipline(s) below.

- ☐ Initial (first-time) certification
- ☐ Re-certification application
- ☐ Replacement of a lost card

Indicate the discipline(s) for which you are seeking certification or re-certification:

- ☐ Inspector
- ☐ Risk Assessor
- ☐ Abatement Worker
- ☐ Supervisor
- ☐ Project Designer

### B. Applicant Information

EPA will use the information in this section to issue your Lead-Based Paint Professional Identification Card and to track your certification status. You may list one to three addresses: your business address, mailing address, and/or your home address. At least one of the addresses must not be a post office box.

You must complete all fields in this section. Green Card number must be filled out only if you have a Green Card. Giving your race or ethnicity is always optional.

Submit two identical passport-sized photographs of you alone, recent enough to be a good likeness (normally taken within the last 6 months). As shown in the example on the application form, photographs should be 2 x 2 inches in size with an image of your head and shoulders taking up the majority of the area. Photographs must be clear, front view, full face, taken in normal street clothing without a hat or dark glasses, and printed on thin paper with a plain light (white or off-white) background. Photographs retouched so that your appearance is changed are unacceptable.

### C. Education

Use the space provided to describe the formal education that you have received. In addition to your high school(s), you should give information about any technical, vocational, or special trade schools, colleges, and/or graduate schools you have attended. List a school even if you did not graduate. See the section of this booklet on **Qualifications and Supporting Materials** for a description of the education qualifications that you may have to demonstrate for certification as a risk assessor, supervisor, or project designer.

### D. Experience

You must complete this section if you are applying for certification or re-certification as a risk assessor, supervisor, or project designer. EPA will consider your experience in a field related to your intended discipline when it evaluates your application. See the section of this booklet on **Qualifications and Supporting Materials** for a description of the experience qualifications that you must demonstrate for certification as a risk assessor, supervisor, or project designer.

## E. Training

Complete this section, depicted below, with information about the accredited training course you took in the discipline for which you are seeking certification. If you are applying for more than one certification, attach a sheet of paper listing the same information, shown below, for the additional accredited training course(s). If you are applying for risk assessor certification, be sure to give the appropriate information about both your accredited risk assessor training course and accredited inspector training course. If you are a candidate for project designer, also provide the same information about both your accredited project designer training course and accredited supervisor training course.

Name of Trainer: _____			
Name of Training Center: _____			
Training Center Address: _____			
Street Address, Suite No.		City	State      Zip Code
Training Center Phone: (____) ____-____ ext. ____		Date Training Completed: _____ Month/Day/Year	
If training was conducted in a language other than English, specify language: _____			
Training Certificate Identification Number: _____			
Please check the type of test you took:			
<input type="checkbox"/> Course test <input type="checkbox"/> Hands-on assessment <input type="checkbox"/> Proficiency test			

## F. Professional Certifications

In this section, identify any relevant professional certifications that you hold. See the section of this booklet on **Qualifications and Supporting Materials** for a description of the professional certification qualifications that you may have to demonstrate for certification as a risk assessor.

## G. Lead-Based Paint Activity Violations

If you have any past, present, or pending lead-based paint activity violations, you must include a written explanation of the violation(s) with your application, regardless of where or when the violation(s) occurred.

## H. Areas/Regions

EPA can certify you to conduct lead-based paint activities in States, Tribal Lands, and U.S. Territories where EPA implements the lead-based paint certification program. If EPA does not administer the certification program in an area or region where you wish to work, you will need to apply directly to that State, Tribal Land, or Territory for certification. You can call 1-800-424-LEAD to find out whether you should apply to EPA for certification.

In this section, list all the areas or regions in which you plan to perform lead-based paint activities, including only the States, Tribal lands, and Territories with EPA administered programs. See the **FEE SHEET** for the appropriate fees if you intend to work in more than one area or region.

## I. Additional Information

Please use the space provided in this section to give any additional relevant information or comments that you believe EPA should consider with your application. Attach additional sheets if you need more space.

## J. Signature

After reading the Privacy Act Statement and subsequent statement, sign and date your application. The check list that follows your signature will help you submit all the materials EPA needs to review your application. The next two major sections of this booklet, **Qualifications and Supporting Materials** (page 7)

and **Demonstrating Your Qualifications** (page 8, will help you decide what you should send with your application form.

## II. Applying for Re-Certification

If you completed an accredited training course with a course test and (if applicable) a hands-on assessment, you must be re-certified every three years. If you completed an accredited course that included a proficiency test, you must be re-certified every five years.

If you are certified in more than one discipline, carefully record when you need to be re-certified in each discipline. Submit your application at least 90 days before your current certification expires since EPA may take up to 90 days to approve or disapprove your request for re-certification. If your certification expires before you are re-certified, you will not be able to conduct lead-based paint activities before your re-certification has been approved.

Applicants for re-certification should use the *Application for Individuals to Conduct Lead-Based Paint Activities*, and must complete Sections **A. Type of Certification Requested**, **B. Applicant Information**, **E. Training**, and **J. Signature**, as discussed below. Also complete other sections as needed to update the information (such as your education) you provided on your most recent certification or re-certification application. If you are applying for re-certification in more than one discipline or in more than one area or region, be sure to include the appropriate fees as specified on the **FEE SHEET**.

### A. Type of Certification Requested

When applying for re-certification, check the box next to Re-certification application (shown here). Also check the box(es) next to the discipline(s) for which you are applying for re-certification. You may apply for and receive re-certification in more than one discipline at the same time, as long as you demonstrate your qualifications for each discipline and pay the appropriate fees as specified in the **FEE SHEET**.

#### A. Type of Certification Requested

Select one of the following. You must also select the appropriate discipline(s) below.

- ☐ Initial (first-time) certification
- ☐ Re-certification application
- ☐ Replacement of a lost card

Indicate the discipline(s) for which you are seeking certification or re-certification:

- ☐ Inspector
- ☐ Supervisor
- ☐ Risk Assessor
- ☐ Project Designer
- ☐ Abatement Worker

### B. Applicant Information

EPA will use the information in this section to issue your Lead-Based Paint Professional Identification Card and to track your certification status. You may provide one to three addresses: your business address, mailing address, and/or your home address. At least one of the addresses must not be a post office box.

You must complete all fields in this section. Green Card number must be filled out only if you have a Green Card. Giving your race or ethnicity is always optional.

Submit two identical passport-sized photographs of you alone, recent enough to be a good likeness (normally taken within the last 6 months). As shown in the example on the application form, photographs should be 2 x 2 inches in size with an image of your head and shoulders taking up the majority of the area. Photographs must be clear, front view, full face, taken in normal street clothing without a hat or dark glasses, and printed on thin paper with a plain light (white or off-white) background. Photographs retouched so that your appearance is changed are unacceptable.

## E. Training

Complete this section, depicted below, with information about the accredited refresher training course you took in the discipline for which you are seeking re-certification. If you are applying for more than one re-certification, attach a sheet of paper listing the same information, shown below, for the additional accredited refresher training course(s). If you are applying for risk assessor re-

certification, be sure to give the appropriate information about both your accredited refresher risk assessor training course and accredited refresher inspector training course. If you are a candidate for project designer re-certification, also provide the same information about both your accredited refresher project designer training course and accredited refresher supervisor training course.

Name of Trainer: _____			
Name of Training Center: _____			
Training Center Address: _____			
Street Address, Suite No.		City	State      Zip Code
Training Center Phone: (____) ____-____ ext. ____		Date Training Completed: _____ Month/Day/Year	
If training was conducted in a language other than English, specify language: _____			
Training Certificate Identification Number: _____			
Please check the type of test you took:			
<input type="checkbox"/> Course test		<input type="checkbox"/> Hands-on assessment	<input type="checkbox"/> Proficiency test

## J. Signature

After reading the Privacy Act Statement and subsequent statement, sign and date your application. The check list that follows your signature will help you submit all the materials EPA needs to review your application.

## III. Replacing a Lost Lead-Based Paint Professional Identification Card

To replace a lost Lead-Based Paint Professional Identification Card, you will need to fill out a new *Application for Individuals to Conduct Lead-Based Paint Activities*. Complete only Sections **A. Type of Certification Requested**, **B. Applicant Information** and **J. Signature**. In Section A, check the box next to Replacement of a lost card and the box(es) next to the discipline(s) in which you are currently certified. Sign and date the application form.

Submit two identical passport-sized photographs of you alone, recent enough to be a good likeness (normally taken within the last 6 months). As shown in the example on the application form, photographs should be 2 x 2 inches in size with an image of your head and shoulders taking up the majority of the area. Photographs must be clear, front view, full face, taken in normal street clothing without a hat or dark glasses, and printed on thin paper with a plain light (white or off-white) background. Photographs retouched so that your appearance is changed are unacceptable.

The **FEE SHEET** included with your application form lists the fee for replacing a lost Lead-Based Paint Professional Identification Card. Send your signed application and the appropriate fee to EPA at the address printed on the application form.

## Qualifications and Supporting Materials

When applying for first-time certification, you must submit a completed application form and supporting materials demonstrating your qualifications for certification in the discipline(s) you have chosen. You do not need to submit more than one copy of a document even if the same qualification must be shown for more than one discipline for which you are requesting certification. The section on **Demonstrating your Qualifications**, beginning on 15, will help you determine what to send with your application.

All applicants must submit the document(s) described in one of the following:

1. A copy of a valid lead-based paint activities certification (or equivalent) from a State, U.S. Territory, Tribe, or the District of Columbia if it has been authorized by EPA to implement a lead-based paint activity certification program; or
2. A copy of the valid course completion certificate(s) that you received when you successfully completed the accredited training course in your discipline(s); or
3. Until August 10, 1999, proof that you received training in a lead-based paint activity between October 1, 1990, and March 1, 1999, and successfully completed an accredited refresher training course.

If applying for certification, following either number 2 or 3 above. You also need to demonstrate that you meet the requirements for your discipline described below.

### I. Additional Requirements for Inspector

If you are a candidate for certification as an inspector, you do not have to meet any requirements beyond those already described.

### II. Additional Requirements for Risk Assessor

Applicants for certification as a risk assessor need to show that they have obtained all the qualifications in one of the following:

- A bachelor's degree and one year of experience in a related field (e.g., lead, asbestos, environmental remediation, or construction); or
- An associates degree and two years experience in a related field (e.g., lead, asbestos, environmental remediation, or construction); or
- Certification as an industrial hygienist, professional engineer, registered architect or certification in a related engineering, health, or environmental field (e.g., safety professional, environmental scientist); or
- A high school diploma (or equivalent) and at least three years of experience in a related field (e.g., lead, asbestos, environmental remediation, or construction).

### III. Additional Requirements for Supervisor

Applicants for certification as a supervisor must demonstrate either:

- One year of experience as a certified lead-based paint abatement worker; or

- At least two years of experience in a related field (e.g., lead, asbestos, or environmental remediation) or in the building trades.

#### **IV. Additional Requirements for Project Designer**

Applicants for certification as a project designer need to show that they have successfully completed an accredited training course for supervisors and have either:

- A bachelor's degree in engineering, architecture, or a related profession and one year of experience in building construction and design or a related field; or
- Four years of experience in building construction and design or a related field.

#### **V. Additional Requirements for Abatement Worker**

If you are a candidate for certification as an abatement worker, you do not have to meet any requirements beyond those already described.

### **Demonstrating Your Qualifications**

Your application package must include proof that you meet the qualifications for the discipline(s) in which you seek to be certified. EPA will not be able to review your application until it has the appropriate materials. There are a variety of ways for you to show you meet the requirements. If you think you meet a requirement but are not certain how you should demonstrate these qualifications, call the Help Line at 1-800-424-LEAD.

#### **I. Education Requirements**

You can show that you meet the education requirements for your discipline(s) by including either a copy of your official high school diploma or an official transcript from a college or other institution of higher learning.

#### **II. Experience Requirements**

You can submit resume(s), letters of reference, or other documentation of work experience including a copy of a commendation letter or a Certificate of Apprenticeship.

When you have assembled all the supporting materials to demonstrate your qualification, send them with your completed application and the appropriate fee (see the **FEE SHEET** that you received with your application form) in one package to EPA at the address on your application form. The rest of the certification process is described in the next section.

#### **III. Training Requirements**

You should submit a copy of valid course completion certificate(s) issued by accredited training program(s) to demonstrate satisfaction of any training requirement.

#### **IV. Professional Certification**

If you have obtained a professional certification, such as an industrial hygienist or professional engineer or have been certified in a related engineering, health, or environmental field, you should submit a copy of the official document awarding your certification.



## The Certification Process

EPA will approve or disapprove your request for certification within 90 days. Your course completion certificate will serve as interim certification for six months or until EPA has made a decision regarding your application.

Candidates for inspector, risk assessor, and supervisor follow one certification process, while candidates for project designer and abatement worker follow another. Each process is described below and depicted in a flow chart. As described beginning on page 5 of this booklet, all certified individuals must apply for re-certification to conduct lead-based paint activities every three or five years.

### **I. Candidates for Inspector, Risk Assessor, or Supervisor**

Exhibit 1 shows the certification process for inspectors, risk assessors, and supervisors. After receiving your application, EPA will send you a letter to tell you that it is either complete or incomplete. If your application is incomplete, the letter will list the missing information. You must submit any missing information within 30 days, as specified in the letter. EPA will return your application package on the 31st day if it is still incomplete.

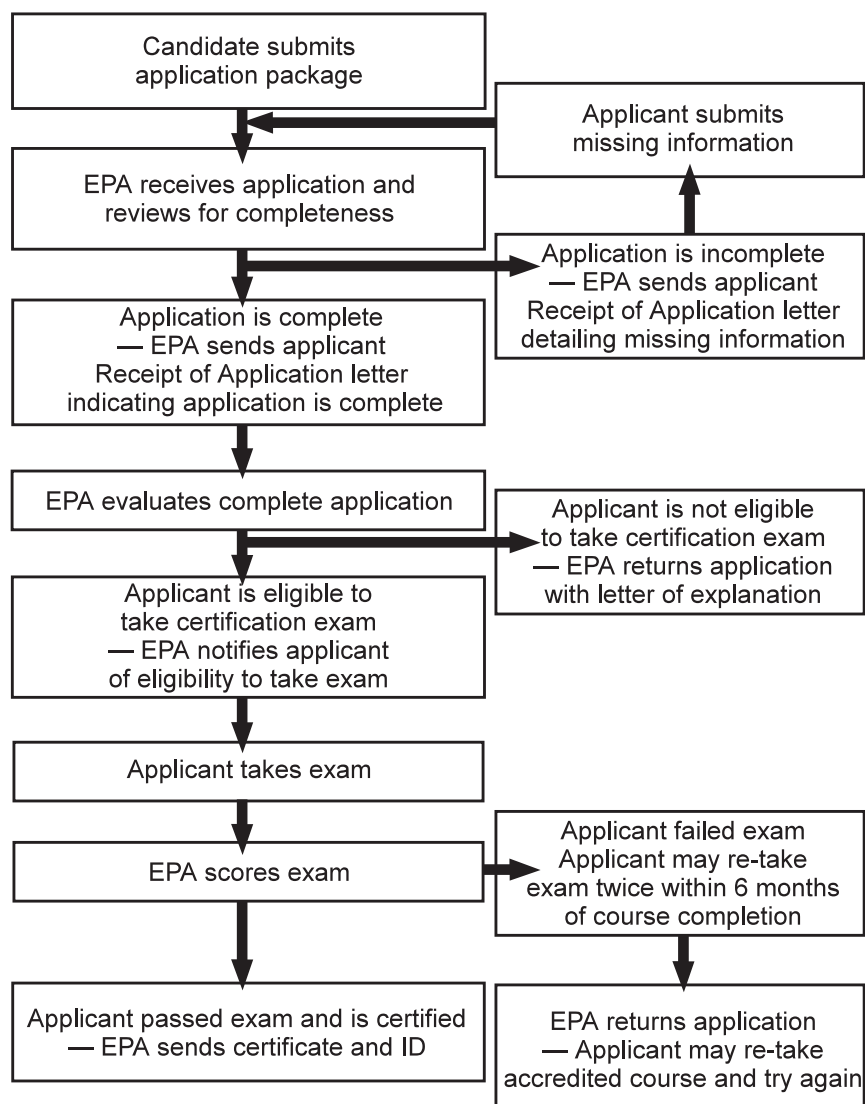
EPA will review your complete application and notify you by postcard that you are eligible to take the certification examination. If you are not eligible to take the exam, EPA will return your application and supporting materials with a letter explaining why it was not approved.

After you have taken the certification examination and it has been evaluated, EPA will send you a letter reporting your score and whether you passed or failed. If you did not pass, you may register for and take the exam again.

You may take the certification exam a maximum of three times in the six months after you receive your course completion certificate. If you do not obtain a passing score within that six months, you must re-take the appropriate accredited training course and reapply for certification.

After your application has been approved and you have passed the certification test, EPA will send you your EPA certificate and your Lead-Based Paint Professional Identification Card.

**Exhibit 1. The Certification Process for Inspectors, Risk Assessors, and Supervisors**

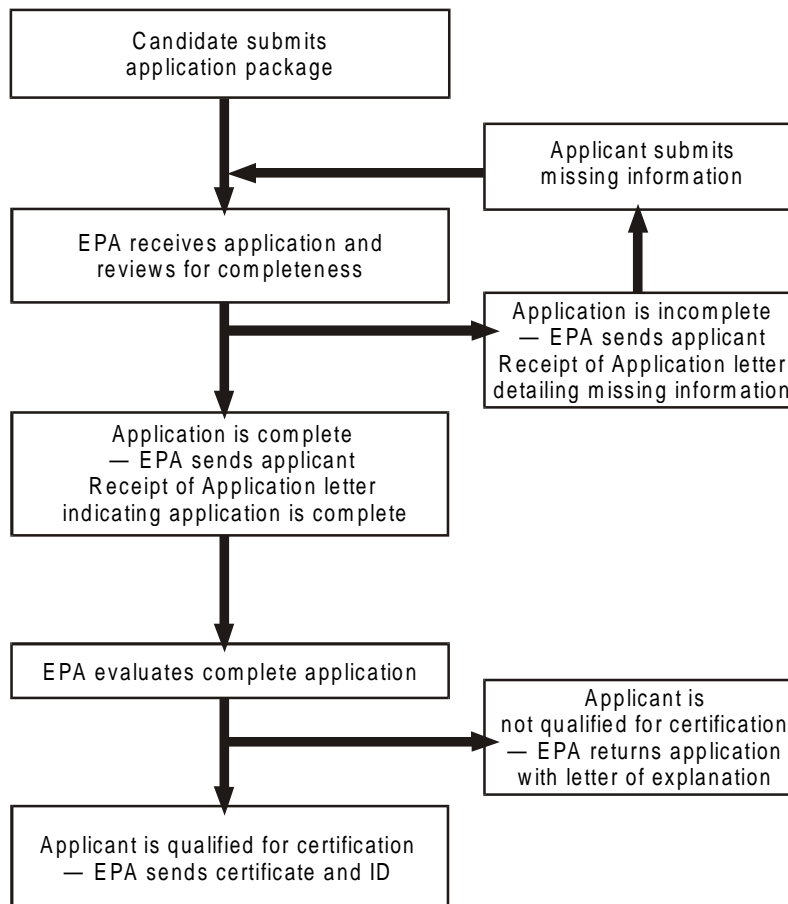


## II. Candidates for Project Designer or Abatement Worker

Exhibit 2 shows the certification process for project designers and abatement workers. After receiving your application, EPA will send you a letter to tell you that it is either complete or incomplete. If your application is incomplete, the letter will list the missing information. You must submit any missing information within 30 days, as specified in the letter. EPA will return your application package on the 31st day if it is still incomplete.

EPA will review your complete application and notify you of its decision to approve or disapprove your certification(s). You will receive a letter of explanation if your application is not approved. If your application has been approved, EPA will send you your EPA certification certificate and your Lead-Based Paint Professional Identification Card.

Exhibit 2. The Certification Process for Project Designers and Abatement Workers



**Paperwork Reduction Act Notice:** The annual public burden for this collection of information is estimated to be 1 hour for inspectors, risk assessors and supervisors, and 0.5 hours for workers and project designers per response, including the time needed for reading the instructions and completing the necessary information contained in this form. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to: Director, OPPE Regulatory Information Division, U.S. Environmental Protection Agency (Mail Code 2137), 401 M Street, S.W., Washington, DC 20460. Include OMB number 2070-0155 in any correspondence. Do not send the completed form or requested information to this address. The actual information or form should be submitted in accordance with the instructions accompanying the form, or as specified in the corresponding regulations.

40 CFR Part 745

Lead; Requirements for Lead-Based Paint Activities in Target Housing and Child-Occupied Facilities

**§ 745.226 Certification of individuals and firms engaged in lead-based paint activities: target housing and child-occupied facilities.**

- (a) Certification of individuals.** (1) Individuals seeking certification by EPA to engage in lead-based paint activities must either:
- (i) Submit to EPA an application demonstrating that they meet the requirements established in paragraphs (b) or (c) of this section for the particular discipline for which certification is sought; or
  - (ii) Submit to EPA an application with a copy of a valid lead-based paint activities certification (or equivalent) from a State or Tribal program that has been authorized by EPA pursuant to subpart Q of this part.
- (2) Individuals may first apply to EPA for certification to engage in lead-based paint activities pursuant to this section on or after March 1, 1999.
- (3) Following the submission of an application demonstrating that all the requirements of this section have been met, EPA shall certify an applicant as an inspector, risk assessor, supervisor, project designer, or abatement worker, as appropriate.
- (4) Upon receiving EPA certification, individuals conducting lead-based paint activities shall comply with the work practice standards for performing the appropriate lead-based paint activities as established in § 745.227.
- (5) It shall be a violation of TSCA for an individual to conduct any of the lead-based paint activities described in § 745.227 after August 30, 1999, if that individual has not been certified by EPA pursuant to this section to do so.
- (b) Inspector, risk assessor or supervisor. (1) To become certified by EPA as an inspector, risk assessor, or supervisor, pursuant to paragraph (a)(1)(i) of this section, an individual must:
- (i) Successfully complete an accredited course in the appropriate discipline and receive a course completion certificate from an accredited training program.
  - (ii) Pass the certification exam in the appropriate discipline offered by EPA; and,
  - (iii) Meet or exceed the following experience and/or education requirements:
    - (A) Inspectors. (1) No additional experience and/or education requirements.
    - (2) [Reserved]
    - (B) Risk assessors. (1) Successful completion of an accredited training course for inspectors; and
    - (2) Bachelor's degree and 1 year of experience in a related field (e.g., lead, asbestos, environmental remediation work, or construction), or an Associates degree and 2 years experience in a related field (e.g., lead, asbestos, environmental remediation work, or construction); or (3) Certification as an industrial hygienist, professional engineer, registered architect and/or certification in a related engineering/health/environmental field (e.g., safety professional, environmental scientist); or
    - (4) A high school diploma (or equivalent), and at least 3 years of experience in a related field (e.g., lead, asbestos, environmental remediation work or construction).
  - (C) Supervisor: (1) One year of experience as a certified lead-based paint abatement worker; or
  - (2) At least 2 years of experience in a related field (e.g., lead, asbestos, or environmental remediation work) or in the building trades.
- (2) The following documents shall be recognized by EPA as evidence of meeting the requirements listed in (b)(2)(ii) of this paragraph:
- (i) Official academic transcripts or diploma, as evidence of meeting the education requirements.
  - (ii) Resumes, letters of reference, or documentation of work experience, as evidence of meeting the work experience requirements.
  - (iii) Course completion certificates from lead-specific or other related training courses, issued by accredited training programs, as evidence of meeting the training requirements.
- (3) In order to take the certification examination for a particular discipline an individual must:
- (i) Successfully complete an accredited course in the appropriate discipline and receive a course completion certificate from an accredited training program.
  - (ii) Meet or exceed the education and/or experience requirements in paragraph (b)(1)(iii) of this section.
- (4) The course completion certificate shall serve as interim certification for an individual until the next available opportunity to take the certification exam. Such interim certification shall expire 6 months after issuance.
- (5) After passing the appropriate certification exam and submitting an application demonstrating that he/she meets the appropriate training, education, and/or experience prerequisites described in paragraph (b)(1) of this section, an individual shall be issued a certificate by EPA. To maintain certification, an individual must be re-certified as described in paragraph (e) of this section.
- (6) An individual may take the certification exam no more than three times within 6 months of receiving a course completion certificate.
- (7) If an individual does not pass the certification exam and receive a certificate within 6 months of receiving his/her course completion certificate, the individual must retake the appropriate course from an accredited training program before reapplying for certification from EPA.
- (c) Abatement worker and project designer. (1) To become certified by EPA as an abatement worker or project designer, pursuant to paragraph (a)(1)(i) of this section, an individual must:
- (i) Successfully complete an accredited course in the appropriate discipline and receive a course completion certificate from an accredited training program.
  - (ii) Meet or exceed the following additional experience and/or education requirements:
    - (A) Abatement workers. (1) No additional experience and/or education requirements.
    - (2) [Reserved]
    - (B) Project designers. (1) Successful completion of an accredited training course for supervisors.
    - (2) Bachelor's degree in engineering, architecture, or a related profession, and 1 year of experience in building construction and design or a related field; or
    - (3) Four years of experience in building construction and design or a related field.
- (2) The following documents shall be recognized by EPA as evidence of meeting the requirements listed in this paragraph:
- (i) Official academic transcripts or diploma, as evidence of meeting the education requirements.
  - (ii) Resumes, letters of reference, or documentation of work experience, as evidence of meeting the work experience requirements.
  - (iii) Course completion certificates from lead-specific or other related training courses, issued by accredited training programs, as evidence of meeting the training requirements.
- (3) The course completion certificate shall serve as an interim certification until certification from EPA is received, but shall be valid for no more than 6 months from the date of completion.
- (4) After successfully completing the appropriate training courses and meeting any other qualifications described in paragraph (c)(1) of this section, an individual shall be issued a certificate from EPA. To maintain certification, an individual must be re-certified as described in paragraph (e) of this section.

(d) Certification based on prior training. (1) Any individual who received training in a lead-based paint activity between October 1, 1990, and March 1, 1999 shall be eligible for certification by EPA under the alternative procedures contained in this paragraph. Individuals who have received lead-based paint activities training at an EPA-authorized State or Tribal accredited training program shall also be eligible for certification by EPA under the following alternative procedures:

(i) Applicants for certification as an inspector, risk assessor, or supervisor shall:

- (A) Demonstrate that the applicant has successfully completed training or on-the-job training in the conduct of a lead-based paint activity.
- (B) Demonstrate that the applicant meets or exceeds the education and/or experience requirements in paragraph (b)(1)(iii) of this section.
- (C) Successfully complete an accredited refresher training course for the appropriate discipline.

(D) Pass a certification exam administered by EPA for the appropriate discipline.

(ii) Applicants for certification as an abatement worker or project designer shall:

(A) Demonstrate that the applicant has successfully completed training or on-the-job training in the conduct of a lead-based paint activity.

(B) Demonstrate that the applicant meets the education and/or experience requirements in paragraphs (c)(1) of this section; and (C) Successfully complete an accredited refresher training course for the appropriate discipline.

(2) Individuals shall have until August 30, 1999 to apply to EPA for certification under the above

procedures. After that date, all individuals wishing to obtain certification must do so through the

procedures described in paragraph (a), and paragraph (b) or (c) of this section, according to the discipline for which certification is sought.

(e) Re-certification. (1) To maintain certification in a particular discipline, a certified individual shall apply to and be re-certified by EPA in that discipline by EPA either:

(i) Every 3 years if the individual completed a training course with a course test and hands-on assessment; or

(ii) every 5 years if the individual completed a training course with a proficiency test.

(2) An individual shall be re-certified if the individual successfully completes the appropriate accredited refresher training course and submits a valid copy of the appropriate refresher course completion certificate.

(g) Suspension, revocation, and modification of certifications of individuals engaged in lead-based paint activities. (1) EPA may, after notice and opportunity for hearing, suspend, revoke, or modify an individual's certification if an individual has:

(i) Obtained training documentation through fraudulent means.

(ii) Gained admission to and completed an accredited training program through misrepresentation of admission requirements.

(iii) Obtained certification through misrepresentation of certification requirements or related documents dealing with education, training, professional registration, or experience.

(iv) Performed work requiring certification at a job site without having proof of certification.

(v) Permitted the duplication or use of the individual's own certificate by another.

(vi) Performed work for which certification is required, but for which appropriate certification has not been received.

(vii) Failed to comply with the appropriate work practice standards for lead-based paint activities at § 745.227.

(viii) Failed to comply with Federal, State, or local lead-based paint statutes or regulations.

(2) In addition to an administrative or judicial finding of violation, for purposes of this section only, execution of a consent agreement in settlement of an enforcement action constitutes evidence of a failure to comply with relevant statutes or regulations.

(i) Procedures for suspension, revocation, or modification of the certification of individuals or firms.

(1) If EPA decides to suspend, revoke, or modify the certification of any individual or firm, it shall notify the affected entity in writing of the following:

(i) The legal and factual basis for the suspension, revocation, or modification.

(ii) The commencement date and duration of the suspension, revocation, or modification.

(iii) Actions, if any, which the affected entity may take to avoid suspension, revocation, or modification or to receive certification in the future.

(iv) The opportunity and method for requesting a hearing prior to final EPA action to suspend, revoke, or modify certification.

(v) Any additional information, as appropriate, which EPA may provide.

(2) If a hearing is requested by the certified individual or firm, EPA shall:

(i) Provide the affected entity an opportunity to offer written statements in response to EPA's assertion of the legal and factual basis and any other explanations, comments, and arguments it deems relevant to the proposed action.

(ii) Provide the affected entity such other procedural opportunities as EPA may deem appropriate to ensure a fair and impartial hearing.

(iii) Appoint an official of EPA as Presiding Officer to conduct the hearing. No person shall serve as Presiding Officer if he or she has had any prior connection with the specific matter.

(3) The Presiding Officer shall:

(i) Conduct a fair, orderly, and impartial hearing within 90 days of the request for a hearing;

(ii) Consider all relevant evidence, explanation, comment, and argument submitted; and

(iii) Notify the affected entity in writing within 90 days of completion of the hearing of his or her decision and order. Such an order is a final EPA action subject to judicial review.

(4) If EPA determines that the public health, interest, or welfare warrants immediate action to suspend the certification of any individual or firm prior to the opportunity for a hearing, it shall:

(i) Notify the affected entity of its intent to immediately suspend certification for the reasons listed in paragraph (h)(1) of this section. If a suspension, revocation, or modification notice has not previously been issued, it shall be issued at the same time the immediate suspension notice is issued.

(ii) Notify the affected entity in writing of the grounds upon which the immediate suspension is based and why it is necessary to suspend the entity's accreditation before an opportunity for a hearing to suspend, revoke, or modify the individual's or firm's certification.

(iii) Notify the affected entity of the commencement date and duration of the immediate suspension.

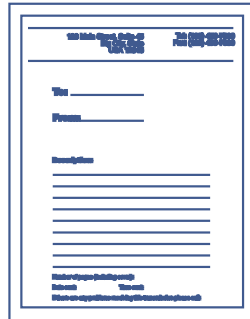
(iv) Notify the affected entity of its right to request a hearing on the immediate suspension within 15 days of the suspension taking place and the procedures for the conduct of such a hearing.

(5) Any notice, decision, or order issued by EPA under this section, transcript or other verbatim record of oral testimony, and any documents filed by a certified individual or firm in a hearing under this section shall be available to the public, except as otherwise provided by section 14 of TSCA or by part 2 of this title. Any such hearing at which oral testimony is presented shall be open to the public, except that the Presiding Officer may exclude the public to the extent necessary to allow presentation of information which may be entitled to confidential treatment under section 14 of TSCA or part 2 of this title.

## First-Time Applicant?


Your application package should include:

1)

A line drawing of a rectangular application form. At the top, it says "New York State Department of Environmental Conservation" and "Division of Environmental Health Services". Below this, there are fields for "To:" and "From:". A "Description:" section follows with several horizontal lines for text. At the bottom, there are checkboxes for "Residential" and "Commercial", and a line for "How long have you been in the business?".

A complete, signed  
application form

2)

A line drawing of a check or money order. It has a "Date:" field at the top right, a "To:" field on the left, and a large rectangular box on the right for the amount.

A check or money  
order for the  
entire application fee

3)



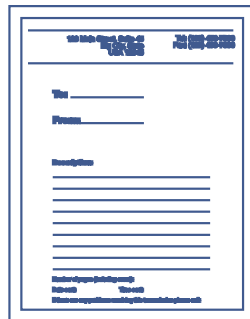
A copy of a valid  
lead-based paint  
activities certification  
from an EPA-authorized  
State, U.S. Territory, Tribe,  
or D.C.

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OR

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1)

A line drawing of a rectangular application form, identical to the one in the first section.

A complete, signed  
application form

2)

A line drawing of a check or money order, identical to the one in the first section.

A check or money  
order for the  
entire application fee

3)



A training course  
completion certificate

4)



Documents that  
demonstrate your  
qualifications

**Please see inside for more information**